

Project II: College Study Program/Educational center of opportunity- Update

- (1) Prepared and sought approval of the concept for the African American Advisory Council as Project II in the amount of \$27,000.00.
 - (2) Report to the AAAC Council of the accomplishment when the Diversity Advisory Council adopted the recommendation of all council proposals.
 - (3) AAAC in the March 21, 2002 meeting appointed to work on Project II:
Floyd Wheeler (FNCS appointed person)
John Edmond – MRP-Recorder for sub-committee
David Bowden – MRP/AMS-Chair for sub-committee
Eugene Bass – MRP
Connie Morgan -FNS
 - (4) Meetings April/June 2002 of the committee have resulted in the following:
 - a. Change in name of Project II to “Educational center of opportunity”
 - b. Development of paper that addresses areas of concern
 - c. Assigned areas of work for committee members
 - d. Outreach to mission areas to assessment top educated and highest ranked Blacks
 - e. Reviewed OPM guidelines on changing workforce
 - f. Studied USDA Workforce Restructuring Plan FY2003-2007
 - g. Investigated entities within USDA to include: Aspiring Leader Program, USDA Graduate Studies, Recruitment Center program, and Outreach services in USDA.
 - h. Held discussions on action plan to be presented on above findings to AAAC in June
 - (5) Review of two mission area programs of Forest Service and NRCS
 - (6) Gathered data on the Senior Executive Service Training Program that deal with ECQs and distributed announcement of upcoming OPM training on SES-ECQs on July 18, 2002 at 1900 E Street NW – OPM building in Campbell Auditorium.
 - (7) Research began on colleges and universities that have graduate and undergraduate programs for non-degreed employees, who may qualify with extensive work experience. These include: Lincoln University, PA; American University and Howard University in DC.
 - (8) Contacted Jerry Williamson at 817/509-3242 to inquire about his program in NRCS.
- The work continues for this committee of two months to formulate the plan of action and make the report back on June 18, to the full African American Advisory Council.

Recommendation: AAAC Subcommittee on Education in an effort to clarify the categories of employees and the areas of concern for these groupings with the following structure:

GS-1-8 Education, mentoring, assignment, career progress, upward mobility, promotional opportunities or lack thereof.

GS 9-12 Key to advancement to include degree programs, course studies, skills workshops, specialized training, or detail assignments

GS 13-14 Opportunities for Advancement, potential leadership development, awareness training, or skills gap assignments

GS 15 Executive Development Programs, Channels for advancement established to assure SES opportunities, mentoring

SES Sustained Growth Sessions, Mechanism to increase numbers, and coalition building opportunities.

AAAC work of the College Study Program Subcommittee:

Areas that workshops can come from include:

Topic	Resource
1. Senior executive candidate development	OPM/USDA Grad School
2. Mentoring Program	OHRM
3. Crossing-over to o opportunities (agency to agency)	HRLC
4. Leading change and accepting change	Training source
5. What is the generalist concept and the advantages	OPM
6. Create Your Own Luck	Consultant
7. Managing your own Career	HRLC
8. Achievable goals/high bar goals/goals setting	HRLC/OPM
9. Personality Gauge and the personality conflict	CR/Griggs Myers
10. Be your own advocate – how do you get there	Consultant
11. The Grooming Room	Consultant
12. Career Planning	HRLC/Consultant
13. Cultural Diversity	OPM
14. Working inside the system	Consultant/HRLC
15. Coming out of adversity without bitterness	CR/HRLC/Consultant
16. The best time to look for another job	OPM/HRLC
17. Gaining useable experience	HRLC/OPM
18. Acknowledgement of your skills	HRLC/OPM
19. What do others see in you/known yourself	Consultant
20. Increasing the Win/Win rate	Consultant/HRLC

It is envisioned that this list will assist employees from the entry level to senior level place themselves in the readiness mode. College preparation and course studies are recommended, however, the twenty-list are priority factors to be covered within other avenues.

Recommendations on advance degree programs include:

1. Undergraduate program become available to all employees within USDA that seek advancement. This is a volunteer program that can be recommended by the immediate supervisor of the employee or requested by the employee. Considerations and approval will be accomplished through established agency adopted standards of consideration. Review and monitoring of this departmental-wide training system will come under customary channels of Civil Rights, OPM, and GAO. The DACs will continue to review based on the directions of the Secretary.
2. The establishment of alternative higher education resource network for those employees who can qualify for a graduate level alternative program based on their years of work experience within an established career area. These graduate level programs should be

- within computing area or a cooperative agreement established to bring such an opportunity of education within the USDA from a historical black university (HBCU).
3. The USDA will provide financial support for continued learning through course work that is related to advancement and/or within need of accomplished current job of employee. This learning channel shall include advance course work leading to PhD or continuing education for certification depending on grades.

The complex area of education should be considered as an added avenue to advancement with consideration to on-job-experience can and should be documented as qualifying factors for employees working within most areas. The knowledge, skills, and abilities (KSAs) of all employees should be evaluated with due consideration for the employee's desire to advance and perform satisfactory in current position. For those employees seeking to advance to the senior and top managers position, the executive core qualifications and the potential leadership skills needed for advance should be made available in an equitable manner.

AAAC Leadership Development Proposal

The Potential Managers Program (PMP), which will serve as the boot camp for grades GS-12/13 where employees will be taken through program that will serve as identification methodology for the next level of advancement.

The Emerging Leaders Candidate Program (ELCP), which will pair candidates of leadership potential with current top managers for the purpose of gaining institutional knowledge from those managers. This will provide added skills, knowledge and experience that is not found in textbooks, but through sharing of experiences by senior executives -leadership. Target grades are GS-14 and GS-15 for emerging leaders program.

Implementation of Pilot Programs:

Potential Managers Program (PMP) software development to analyze current skills, educational needs, and experience gaps. The enrollment data will provide minimum qualifications profile for the candidates to enter the PMP. The potential candidate will then enter the match phase for position within USDA. Under an assigned mentor-match the PMP candidate works for one to two year in a developmental program. At the completion of the PMP, all graduates will be certified for permanent positions announced within the federal government at the GS 13 level for those at the GS-12 level and GS-14 level for those at the GS-13 level.

This will require FTEE designations for those successful candidates within each federal agency. The PMP will assume an established management position that is within workforce needs of that agency. The number of FTEE slots shall be determined by the agency based on human capital projections within the five year workforce plans of that agency.